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DEPARTMENT OF LABOR & ECONOMIC GROWTH  
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**OFFICIAL**

E-mailed: 07/17/07 (kb)

**Bureau of Workforce Programs (BWP)**  
**Policy Issuance (PI): 06-34, Change 1**

**Date:** July 17, 2007

**To:** Michigan Works! Agency (MWA) Directors

**From:** Brenda C. Njiwaji, Director, Bureau of Workforce Programs (**SIGNED**)

**Subject:** Case Management Including Entry of Actual Hours and Entry of Educational and Training Outcomes

**Programs Affected:** Work First  
Jobs, Education, and Training (JET)

**Rescissions:** PI 02-05 and Changes  
PI 02-09 and Changes  
PI 02-13 and Changes  
PI 05-36

**References:** Temporary Assistance for Needy Families (TANF) Program, Interim Final Rule: *45 CFR Parts 261 et al.*, Federal Register, Volume 71, Number 125, June 29, 2006

Public Act (PA) 468 of 2006, dated December 20, 2006 (Enrolled House Bill 6580)

PA 471 of 2006, dated December 20, 2006 (Enrolled Senate Bill 1501)

**Background:** This PI change specifies that **all individuals** referred from the Department of Human Services (DHS) must be served by the MWAs. Additionally, this policy change updates details regarding Extended Family Independence Program (EFIP) procedures, excused absences, and acceptable documentation for entry of actual participation hours into the One-Stop Management Information System (OSMIS).

**Policy:**

The Work First and JET Programs are designed to establish and maintain a connection to the labor market for individuals referred from the DHS, while offering educational and training opportunities and job search/job readiness activities to increase the individual's income, therefore, reducing or eliminating a family's need for public assistance.

Case management procedures, entry of actual hours of participation, entry of educational and training outcomes, and all associated procedures must be conducted in accordance with the guidelines in this PI.

**Case Management**

MWAs must provide case management activities as necessary to assist participants in obtaining employment at sufficient wage and hours to eliminate the need for Family Independence Program (FIP) assistance. MWAs shall make every effort to place a minimum of 50 percent of clients who participate in the Work First/JET Programs in positions that provide wages of \$8 per hour or more. Examples of case management activities include working with employers to develop career ladder programs and/or provide more working hours to a participant, enrollment of participants into training programs, assessing needs for supportive services, consulting with the participant's DHS Family Independence Specialist (FIS) to address situational barriers, and using other community agencies for additional necessary services. Three-way meetings are encouraged to take place as necessary, to increase communication between parties and to generate resolutions prior to acts of non-compliance and required triage meetings. Case managers of Work First/JET participants may participate in home calls with the DHS specialists at the MWA's discretion.

The MWA must provide a case management follow-up at 30, 60, 90, and 180 days after employment, and not less than once every 90 days thereafter for the duration of the participant's receipt of FIP payments and enrollment in Work First/JET. The method of follow-up is left to the discretion of the MWA, but it must be clearly documented. MWAs are encouraged to exercise the discretion of more frequent follow-up than the mandated intervals. MWAs are required to record all appropriate case note information in a timely manner, including identified barriers and steps taken to remove them, supportive services records, and employment information from each follow-up.

All 180-day job retention data must be recorded in the OSMIS. MWAs are encouraged to also record case note information in the OSMIS in preparation for future integration of management information systems.

Please note that MWAs are no longer required to participate in willingness to comply tests described in rescinded PI 02-05 and its changes. If an MWA desires involvement in willingness-to-comply tests in its area, it may participate through local agreement with the DHS office. MWAs should,

however, be involved in assigning the activities subsequent to a participant's triage that a participant must complete to avoid further negative action. Triage procedures are described in further detail in this policy.

**180-Day Job Retention**

Participants who have been placed into unsubsidized employment must remain employed for 180 calendar days to be reported as completing 180-day job retention requirements. In addition, the participant must have worked, based on a monthly average, the required minimum number of weekly hours relative to their case circumstances. The minimum required weekly hours for each case circumstance, for the purposes of 180-day retention, is as follows:

Single-parent family <u>with</u> a child under the age of six .....	20
Single-parent family <u>without</u> a child under the age of six .....	30
Two-parent family <u>not using</u> federally funded child day care .....	35
Two-parent family <u>using</u> federally funded child day care .....	55

MWAs must have single parents assigned to Work First/JET complete their first 20 hours of participation each week in at least one of the eight “core activities” that are defined in the Allowable Activities PI 06-11 and its subsequent changes. For two-parent families not receiving federally funded child day care assistance, a total of 30 hours per week of the required 35 hours per week must be spent participating in “core activities.” For two-parent families that are receiving federally funded child day care assistance, a total of 50 hours per week of the required 55 hours per week must be spent participating in “core activities.”

If there is a break of 7 calendar days or less in a participant’s employment status, or a 14 calendar day break occurs that is the result of a cyclical layoff during the 180-day period, there is no requirement to start the retention period over. However, if the break is more than 7 calendar days, or more than 14 calendar days resulting from a cyclical layoff, the 180-day job retention period must begin over from zero.

For the purposes of this PI, a cyclical layoff is a layoff of 14 days or less that is related to business or production cycles. The participant must return to work with the same employer at the end of the layoff period. In the case of participants who work with temporary agencies, the participant may return from the cyclical layoff to work at a comparable work site as long as he/she is an employee of the same temporary agency.

If an individual is still receiving regular FIP payments 180 days after obtaining employment, the participant should **not** be terminated from the OSMIS, and work participation requirements must continue to be met for the duration of the individual’s receipt of FIP payments.

The MWAs must record the 180-day job retention information on the OSMIS using the corresponding Welfare Reform Job Retention screen.

The 180-day job retention reporting is not required for Non-Cash Recipients and Non-Custodial Parents.

### **EFIP**

Effective statewide February 1, 2007, the DHS will provide a payment of \$10 per month for six months to individuals whose FIP case would have otherwise closed due to earnings, per Section 57s of PA 471. The DHS extends the FIP case and it becomes EFIP. Such cases are indicated as case closures due to income on the OSMIS. All case closures due to income should be considered EFIP cases upon the case closure due to income notification.

Although the regular FIP case is considered closed due to income, MWAs must continue to make supportive services available to any EFIP recipient. Supportive services must be made available to EFIP participants for 180 days after the initial OSMIS notification of the participant's case closure due to income (and thus transfer to EFIP). MWAs may discontinue provision of supportive services if notified of early EFIP case closure by DHS.

**Case closures due to income must remain as active files on the OSMIS** in order to collect 180-day job retention data, if not yet collected, and to continue the provision of supportive services to participants receiving EFIP payments. Cases closed due to income (EFIP cases) should not be terminated from the OSMIS unless notified of the participant's EFIP case closure by DHS, unless the 180-day EFIP period has been completed, or unless the EFIP participant has voluntarily declined MWA supportive services.

Please note that the 180-day job retention period described in this PI that is used for reporting purposes may not coincide with the 180-day period in which supportive services must be made available to EFIP participants. A participant who has begun unsubsidized employment (and therefore has begun the 180-day job retention period) will not necessarily be transferred to EFIP immediately, as his/her initial earnings may not be sufficient to immediately discontinue regular FIP payments. Thus, as aforementioned, please note that supportive services must be made available for the 180 days after the notification that the **case has closed due to income** and thus will transfer to EFIP. However, please note that allowances for public transportation or private automobile mileage reimbursement may only be provided for the 180-day job retention period.

EFIP participants' hours of participation should be verified and reported according to the documentation requirements for paid work activities in the *Acceptable Forms of Documentation* section of this policy (hours of participation may be projected for up to six months).

An EFIP participant shall not be required to participate in any Work First/JET activities beyond the employment the individual obtained to enable the case's transfer to EFIP, so long as the EFIP participant is meeting his/her federal hourly participation requirements. EFIP participants who volunteer to continue participation in allowable activities in addition to their employment may do so; however, MWAs are not required to provide funding **other than** supportive services to EFIP participants. The provision of additional funding to an EFIP participant to enable him/her to participate in other allowable activities is a local decision.

Triage procedures must be followed for EFIP participants who are fired for misconduct, quit, or who voluntarily reduce their hours of employment.

If an EFIP participant loses his/her job through no fault of their own and obtains new employment prior to reinstatement of regular FIP payments, the 180-day period in which supportive services are to be made available does not need to be restarted and the MWA may discontinue the availability of EFIP supportive services at the **original** 180-day end date. Two pay stubs or written wage statements from the **new** employer must be submitted in order to project hours. If two pay stubs or written wage statements cannot be obtained as verification, telephone verification may be used. (See full details on documentation requirements for paid work activities in *Acceptable Forms of Documentation* section.)

If an EFIP participant returns to receiving regular FIP payments, the MWA will be informed through notification from DHS.

### **Triage Meetings**

Effective statewide April 1, 2007, a triage meeting must occur with the participant, the FIS worker, and the MWA case manager for instances of work participation-related non-compliance to determine if "good cause" circumstances exist, per PA 468. For JET sites, Michigan Rehabilitation Services (MRS) counselors should be included in triage meetings when it is necessary or appropriate, in accordance with the JET Program policies and the corresponding local agreements.

In accordance with Section 57g (12) of PA 468, the FIS worker and the MWA case manager must both agree that "good cause" exists for the participant's non-compliance, and that penalties should not be imposed. Triage meetings **must be scheduled before any negative action** such as case closure. Once the instance of noncompliance occurs, the MWA staff must contact DHS to schedule necessary triage meetings. DHS is ultimately responsible for sending the triage meeting notices to the MWA, participant, and if applicable, to MRS, although other local agreements for the coordination of triage meetings may be made. The format of the triage (i.e., in-person, via telephone conference call, or other means of communication that allow for immediate

exchange of ideas) is a local decision, so long as the FIS worker, MWA case manager, participant, and if appropriate, MRS counselor, participate in the communication.

If the FIS worker, MWA case manager, and if applicable, MRS representative do not agree as to whether “good cause” exists for the non-compliance, the case must be forwarded to the immediate supervisors of each party involved to reach an agreement.

Triage meetings are not required for the following termination reasons:

- Death (of the participant)
- Found ineligible after referral
- Deferred
- FIP case closure-Other
- FIP case closure-Income

Triage meetings do not need to be conducted for individuals who fail to show or call for an orientation or other initial activity commencing participation at Work First/JET. No show/no call referrals should not be activated in the OSMIS.

Please note that if a participant attends orientation or another initial activity commencing participation at Work First/JET, but does not show for any other subsequent activity, a triage must still be conducted to determine whether “good cause” exists for the non-compliance.

When it has been determined that a triage meeting is necessary, participants must be placed in the “Assign to Triage” activity on the OSMIS. Subsequent to the triage meeting, if the participant is to be terminated from Work First/JET, the cause for non-compliance must be indicated on the OSMIS. If the participant is determined to have had good cause, the activity in which the participant is to proceed must be indicated on the OSMIS and usual OSMIS procedures should be followed.

Triage meetings may also help identify and resolve barriers preventing the client’s successful participation in Work First/JET. If the MWA or DHS caseworker identifies a barrier that is adversely impacting the participant’s participation prior to the participant becoming non-compliant, the local agencies may jointly determine whether a triage meeting is appropriate and how it should occur.

Policies regarding the implementation of triage meetings and corresponding procedures must be explained to participants during their required introduction to the program at intake.

## **Family Automated Screening Tool (FAST)**

The FAST is a 50-question, web-based participant self-assessment designed to identify the participant's strengths and barriers. The FAST is to be completed by the participant and takes approximately 30 minutes to complete, depending on the individual's reading and computer skills. The participant's responses to the questions will assist in the development of the Family Self-Sufficiency Plan (FSSP), described below.

Statewide, all Work First/JET participants must complete and submit a FAST within 30 days of FIP case opening. Completion of the FAST is the participant's responsibility. MWAs may assist with participants' completion of the FAST if they have the resources to do so. The FAST is available to participants at [www.michigan.gov/fast](http://www.michigan.gov/fast), in both English and Spanish. The client must select an answer to every question even if he/she chooses "skip." When the client submits the completed FAST, he/she will be given a confirmation number to document their completion of the FAST. A participant's failure to complete and submit a FAST requires a triage meeting to determine good cause for the non-compliance. Participants with active FIP cases that were opened prior to FAST completion requirements must complete a FAST at re-determination of FIP eligibility.

## **FSSP**

The FSSP is a web-based service plan designed for multiple agencies to share data that pertains to mutual participants. The FSSP is accessible to MWAs through the OSMIS. Use of the FSSP by multiple agencies will eliminate the participant's need to comply with multiple plans. It is used to collect, document, and report on participants' participation in employment, education, and family strengthening activities that will support success in self-sufficiency. All Work First/JET participants must agree to a FSSP within 60 days of FIP case opening. Currently, the work participation activities assigned to participants are collected from the OSMIS and displayed on the FSSP the following day. System enhancements will be made in the future to collect more information.

MWAs must continue to complete an Individual Service Strategy (ISS) on the OSMIS for all participants within 30 days of BWP program enrollment, in accordance with BWP PI 06-10. Additionally, the MWA must enter a Contract Agreement Date (the ISS "Service Date" recorded on the OSMIS) under the Personal Contract tab in the FSSP within 60 days of FIP case opening to indicate when the participant agreed with the planned activities set forth in the ISS. Entry of a Contract Agreement Date will authorize the FSSP as an official contract with which the participant must comply.

Determinations of non-compliance and subsequent sanctions may only be made **after** a Contract Agreement Date has been entered on the FSSP. Please note that lack of a Contract Agreement Date will cause open FIP cases to

appear on DHS management information systems as having overdue or not yet established FSSPs. System enhancements will be made in the future to automatically transfer ISS data on the OSMIS to the FSSP.

### **Entry of Educational and Training Outcomes**

Pursuant to state legislative requirements, effective May 1, 2007, MWAs must enter into the OSMIS all Work First and JET participants' educational and training outcomes prior to participants' termination/case closure. In the registration component of the OSMIS, case managers will be required to indicate whether or not the participant obtained a High School Diploma/General Educational Development, an Associate Degree, other post-secondary degree, or other training credentials during enrollment in Work First/JET. All educational and training outcomes must be verified by the MWA prior to being entered into OSMIS.

### **Entry of Actual Hours of Participation**

MWAs must enter Work First participants' actual hours of participation into the OSMIS. Actual hours must be supported by the appropriate documentation as specified in this policy. Planned hours may not be considered and entered as actual hours.

Actual hours must be verified and entered into the OSMIS on a **bi-weekly** basis for each participant, with the exception of paid work activities, which may be projected for up to six months, with appropriate documentation as specified in this policy. Each week is defined on a **Sunday through Saturday** basis. Hours must be entered into the OSMIS **within two calendar weeks of the end of each period.**

Until system enhancements have been made to automatically track limits on countable participation time for specific allowable activities, reported participation time must be tracked manually by the MWA to ensure that countable participation time limits are not exceeded.

Technical instructions for the entry of actual hours into the OSMIS can be found in the attachment to this PI.

### **Acceptable Forms of Documentation**

#### **Paid Work Activities**

For *unsubsidized employment* (excluding self-employment), *subsidized employment*, and *on-the-job training*, an MWA may report projected actual hours of employment participation for up to six months based on current, documented actual hours of work, assuming hours worked will remain constant.

MWAs must use an average of the hours reported on a minimum of two consecutive pay stubs or written wage statements provided by the employer to project hours of paid work. Documents must include the participant's name, the participant's actual hours of participation, the name of the employer or work site supervisor, and the name and telephone number of the individual providing the documentation.

If written documentation cannot be obtained, a telephone contact with the employer or an authorized representative of the employer may be used as documentation. Documentation of telephone contacts must include the time and date of the call, the participant's name, the participant's actual hours of participation (over two consecutive pay periods), the name of the employer or work site supervisor, the name and telephone number of the individual providing the information, and the name of the Work First/JET staff person who made the telephone contact.

Any time an MWA receives information that the participant's actual hours of work have changed, or no later than the end of any six-month period, the MWA must re-verify the client's current actual average hours of work, and may report these projected actual hours of participation for another six-month period.

### Self-Employment

Actual participation hours for self-employment **may not** be projected. Self-employment must be verified on a monthly basis with appropriate tax records or income records, including copies of personal checks, business receipts, billing invoices, or accounting records. The following formula must be used to determine self-employment hours:

Net business sales (gross revenues - expenses) per month divided  
by the federal minimum wage = total actual hours per month.

The calculated actual self-employment hours per month must be converted to average actual hours per week and entered accordingly into each one-week period on the OSMIS.

Guidelines used for determining allowable self-employment activities and allowable self-employment expenses must be consistent with the countable self-employment income guidelines used by DHS in determining TANF eligibility. These guidelines can be found in DHS Program Eligibility Manual 500 at <http://www.mfia.state.mi.us/olmweb/ex/pem/500.pdf>.

Self-reporting by a participant without additional verification is not sufficient documentation.

## Unpaid Work Activities

For *Job Search and Job Readiness Assistance*, a time sheet or sign-in/sign-out sheet must substantiate actual hours entered into the OSMIS. All documentation must include the participant's name, actual hours of participation, and the name and contact information of the work site supervisor.

In order to count job search activities that a participant engages in **outside of the MWA service center**, participants must maintain a daily record of all employers visited or contacted and all such employers' contact information. The record must list all employers visited in person or contacted via telephone, fax, or Internet, and must list the time spent engaged in making the contacts. The record must include the name and location of the employer, and the name and telephone number of the person who received the employment application or who handled the job search contact. The MWA must conduct random reviews of the listed employers on each job search record submitted by the participant (one of which should be submitted no less than every two weeks) to ensure the validity of the reported participation hours.

For *Work Experience, Community Service Programs (CSP), Providing Childcare Services to an Individual Who is Participating in a CSP, Vocational Educational Training, Job Skills Training Directly Related to Employment, and Education Directly Related to Employment*, a time sheet or sign-in/sign-out sheet must substantiate actual hours entered into the OSMIS. All documentation must include the participant's name; actual hours of participation; the name of the work site supervisor, educational provider, or other service provider; and the name and phone number of the individual verifying the information.

For *Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence*, time spent in a course of study leading to a certificate of general equivalency must be verified with a time sheet or sign-in/sign-out sheet. All documentation must include the participant's name; actual hours of participation; the name of the work site supervisor, educational provider, or other service provider; and the name and phone number of the individual verifying the information. *Attendance at a secondary school* may be documented with attendance records or other similar documentation used by the school.

The state uses a "Stratified Simple Random Sample" process to monitor and report actual hours of participation. Random participant case files are requested of MWAs on a monthly basis (data validation). Documented actual hours are compared with participants' assigned participation requirements. The State of Michigan's overall participation rate is extrapolated from the results of the sample.

## Excused Absences

### Paid Work Activities

Actual hours reported for **paid work** activities may include all hours for which an individual was paid, including paid holidays and sick leave.

### Unpaid Work Activities

Actual hours reported for participation in **unpaid work** may include hours missed due to the holidays listed below and a maximum of an additional 10 days of excused absences in any 12-month period, no more than two of which may occur in a month. Any absence for any part of a day must count as one of the days of excused absences. In order to count an excused absence as actual hours of participation, the individual must have been scheduled to participate in the work activity for the period of the absence that the MWA reports as participation time. An absence may only be considered excused if it was pre-approved, due to illness of the participant or a family member of the participant, or due to unforeseen circumstances. An absence due to an office closure (including office closures due to a holiday not listed below) is to be counted as one of the participant's excused absences.

Participants may be excused from more than two days per month on a case-by-case basis; however, any excused absences beyond two days per month may not count towards federal participation requirements.

MWA staff shall grant MWA participants' excused absences and DHS staff shall grant DHS participants' excused absences. The appropriate case manager must document the following information in the respective case record:

- Date of the absence,
- Reason for the absence,
- Approval or denial of the absence, and
- Case manager initials or signature and date of determination.

The following holidays may be counted towards actual hours reported for unpaid activities:

- New Years Day
- Martin Luther King Jr. Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day

- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

**Action:** MWA officials shall take the appropriate actions necessary to implement the directives of this PI. Instructions for the entry of actual hours within the OSMIS can be found in the attachment to this PI.

**Inquiries:** Questions regarding this PI should be directed to your Welfare Reform State Coordinator at (517) 335-5858.

The information contained in this PI will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration**

**Date:** Continuing

BCN:SS:kb  
Attachments

## ENTRY OF ACTUAL HOURS INTO THE ONE STOP MANAGEMENT INFORMATION SYSTEM

Actual Hours can be accessed from either the Enter Activities screen or the Update Activities screen. Hours can only be entered for Work First or JET participants. No hours can be entered for the Non-Custodial Parent, Non-Cash Recipient, or Food Assistance Programs.





Applicant Search
Case Management
Help/Info
Special Functions
OSMIS

### Update/View Participant Activities

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[Access DHS-FSSP](#)

<b>NAME:</b> HOURS ACTUAL	<b>MWA Referral Type:</b> Work First Referral - 1	<b>Current Staff:</b> CHRIS Y KIRGIOS
<b>Customer ID:</b> ACTHO1111	<b>Client/Recipient ID#:</b> 66266076	<b>Current Staff Location:</b> Clinton County FIA
<b>Case Number:</b> 999999999	<b>FIP Family Status:</b> (1) Single Parent Family	<b>FIP Previous Family Status:</b> None
<b>Receiving TANF:</b> N	<b>Thirty Months:</b> N	<b>Exhausted Receipt of TANF:</b> N
<b>Former Foster Child:</b> N	<b>Welfare to Work:</b> N	<b>Related Prg:</b> N

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**Program:** Work First  
**Date Attended Orientation:** 02/02/2007

Activity	Begin Date	Estim. End Date	End Date	Employer Name	Hours	Service Location	Actual Hours
<a href="#">Vocational Occupational Training</a>	02/21/2007		-	-	10	<a href="#">Clinton County FIA</a>	<a href="#">Enter</a>
<a href="#">Assigned To Triage</a>	02/17/2007		02/28/2007	-	10	<a href="#">Clinton County FIA</a>	Not Applicable
<a href="#">On-the-Job Training</a>	02/05/2007		-	-	20	<a href="#">Clinton County FIA</a>	<a href="#">Enter</a>
<a href="#">Job Search and Job Readiness Asst.</a>	02/04/2007		-	-	10	<a href="#">Clinton County FIA</a>	<a href="#">Enter</a>
<a href="#">Unsub. Private Sector Emp.</a>	02/02/2007	05/05/2007	-	TEST	30	<a href="#">Clinton County FIA</a>	<a href="#">Enter</a>

To Enter Actual Hours

Clicking on Enter in the Actual Hours column opens the Enter Actual Hours screen. Here you can put in hours for each week of an activity. The week time period runs from Sunday to Saturday and you cannot enter hours for a week until today's date is subsequent to Sunday's date of the week you want to enter.

### Enter Actual Hours

[Access DHS-FSSP](#)

**NAME:** HOURS ACTUAL      **MWA Referral Type:** Work First Referral - 1      **Current Staff:** CHRIS Y KIRGIOS  
**Customer ID:** ACTHO1111      **Client/Recipient ID#:** 66266076      **Current Staff Location:** Clinton County FIA  
**Activity Name:** Vocational Occupational Training      **Begin Date:** 02/21/2007      **End Date:** -

Use this section to manually enter Actual Hours:

Row#	Week Begin Date	Actual Hours
1	02/18/2007	<input type="text"/>
2	02/25/2007	<input type="text"/>
3	03/04/2007	<input type="text"/>
4	03/11/2007	<input type="text"/>

Submit Cancel

<a href="#">View Participant History</a>	<a href="#">Update Registration</a>	<a href="#">Enter Activities</a>	<a href="#">Update Activities</a>
<a href="#">Enter Support Services</a>	<a href="#">Update Support Services</a>	<a href="#">Access DHS-FSSP</a>	
<a href="#">Enter Job Retention</a>	<a href="#">Update Retention</a>	<a href="#">View Welfare</a>	<a href="#">Enter Tickler</a>

Actual Hours can be recorded for existing and new clients. For hours of participation in activities which began prior to the date that Actual Hours are required to be entered into the OSMIS, it is not necessary to input activity data. However, after implementation of the policy requiring data entry of Actual Hours, no gaps are allowed in the subsequent weeks that are entered. If you wish to skip a week, you must enter 0 hours for that week.

Hours for most activities must be entered week by week. However, for employment-related activity codes 1, 14, 19, 20, 30 and 31, hours can be pre-filled up to 26 weeks into the future from the current date. On the Enter Actual Hours screen, type in the number of hours for this activity, select the beginning week and the ending week and then click Autofill Actual Hours.

### Enter Actual Hours

[Access DHS-FSSP](#)

**NAME:** HOURS ACTUAL      **MWA Referral Type:** Work First Referral - 1      **Current Staff:** CHRIS Y KIRGIOS  
**Customer ID:** ACTHO1111      **Client/Recipient ID#:** 66266076      **Current Staff Location:** Clinton County FIA  
**Activity Name:** On-the-Job Training      **Begin Date:** 03/12/2007      **End Date:** -

Use this section to auto-fill Actual Hours for the given Date Range :

Enter these Actual Hours:

for the inclusive range of weeks starting: Sunday 03/11/2007

and ending: Sunday 09/02/2007

Autofill Actual Hours

Use this section to manually enter Actual Hours:

Row#	Week Begin Date	Actual Hours
1	03/11/2007	<input type="text"/>
2	03/18/2007	<input type="text"/>
3	03/25/2007	<input type="text"/>
4	04/01/2007	<input type="text"/>
5	04/08/2007	<input type="text"/>

Activities with an End Date prior to the date that Actual Hours changes are implemented in the OSMIS will show Not Applicable in the Actual Hours column. Weeks for which hours are entered must be contained between the Begin Date and the End Date of the activity.

**Confirm Activities**

**On-the-Job Training**

**• Warning: By giving this activity's Start Date a new value, the application will automatically create Actual Hours records with a default value of zero (0) hours for all weeks starting with the week of Sunday 02/18/2007 and up to the week of Sunday 03/04/2007. Please 'Confirm' if you wish to continue with this change anyway.**

[Access DHS-FSSP](#)

<b>NAME:</b> HOURS ACTUAL	<b>MWA Referral Type:</b> Work First Referral - 1	<b>Current Staff:</b> CHRIS Y KIRGIOS
<b>Customer ID:</b> ACTHO1111	<b>Client/Recipient ID#:</b> 66266076	<b>Current Staff Location:</b> Clinton County FIA
<b>Case Number:</b> 999999999	<b>FIP Family Status:</b> (1) Single Parent Family	<b>FIP Previous Family Status:</b> None
<b>Receiving TANF:</b> N	<b>Thirty Months:</b> N	<b>Exhausted Receipt of TANF:</b> N
<b>Former Foster Child:</b> N	<b>Welfare to Work:</b> N	<b>Related Prg:</b> N

If hours have been entered for an activity and then the Begin Date is moved backward, the system will provide a warning that moving the Begin Date will create new Actual Hours weeks. Click Confirm and the system will create these weeks and enter 0 for the new weeks added.

If hours have been entered for an activity and the End Date is entered for a date prior to some of the weeks for which hours have already been entered, the system will give a warning message that some weeks with hours will be deleted. This is because hours can only be entered for weeks between the Begin Date and the End Date of the activity. The system will delete any hours past the End Date of the activity.

**Confirm Activities**

**Vocational Occupational Training**

**• Warning: By modifying this activity's End Date, the Actual Hours records that had been entered for all weeks starting with the week of Sunday 03/04/2007 and up to the week of Sunday 03/11/2007 will automatically be deleted by the application. Please 'Confirm' if you wish to continue with this change anyway.**

[Access DHS-FSSP](#)

<b>NAME:</b> HOURS ACTUAL	<b>MWA Referral Type:</b> Work First Referral - 1	<b>Current Staff:</b> CHRIS Y KIRGIOS
<b>Customer ID:</b> ACTHO1111	<b>Client/Recipient ID#:</b> 66266076	<b>Current Staff Location:</b> Clinton County FIA
<b>Case Number:</b> 999999999	<b>FIP Family Status:</b> (1) Single Parent Family	<b>FIP Previous Family Status:</b> None
<b>Receiving TANF:</b> N	<b>Thirty Months:</b> N	<b>Exhausted Receipt of TANF:</b> N
<b>Former Foster Child:</b> N	<b>Welfare to Work:</b> N	<b>Related Prg:</b> N

**WELFARE REFORM SERVICE CODES**

<u>Service Provided</u>	<u>Core/Non-Core</u>	<u>Actual Hours</u>
1 Unsubsidized Private Sector Employment	Core	Up to 26 Weeks in Future
13 Job Search and Job Readiness Asst.	Core	Current Week
14 On-the-Job Training	Core	Up to 26 Weeks in Future
17 Work Experience	Core	Current Week
19 Unsub Private Sector Employment Part Time	Core	Up to 26 Weeks in Future
20 Unsub Private Sector Employment Prior to Referral	Core	Up to 26 Weeks in Future
21 Substance Abuse	Core	Current Week
30 Subsidized Private Sector Employment	Core	Up to 26 Weeks in Future
31 Subsidized Public Sector Employment	Core	Up to 26 Weeks in Future
32 Job Skill Training	Non-Core	Current Week
33 Community Service Programs	Core	Current Week
35 Education Directly Related to Employment	Non-Core	Current Week
37 Child Care	Core	Current Week
50 Vocational Occupational Training	Core	Current Week
51 High School Completion	Non-Core	Current Week
52 General Equivalency Diploma	Non-Core	Current Week
72 Condensed Vocational Programs	Core	Current Week
73 Internship, Practicum & Clinical	Core	Current Week
75 Medical Inactive – 30 day or less	N/A	N/A
80 Assigned to Contact FIA for Deferral	N/A	N/A
81 Assigned to Triage	N/A	N/A